



I. Call to Order and Pledge of Allegiance

II. Roll Call: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, and Councilor Paul A. Miera were present. Councilor Gabriel D. Maestas was absent.

III. \*Approval of Agenda

**Motion to approve the agenda was made by Mayor Pro Tem Cruz; seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

**\*Councilor Gabriel D. Maestas arrived at 6:02PM.**

IV. \*Approval of Minutes for:

A. Regular Meeting Minutes February 11, 2025

**Motion to approve the February 11, 2025 meeting minutes was made by Councilor Miera; seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.**

V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)

- Citizen Irene Rosa stated she is trying to organize another Art Festival after not holding one for the past few years. She stated it is pending approval of the new board of the organization that owns the vacant lots adjacent to her building, but she is scheduling it for June 19-22. She stated all artists will be selling under her business license, and there will be no charge to anyone.

VI. Comments or Concerns of Council

- None

VII. Business Matters

1. \*Discussion/Approval/Disapproval: Purchase office furniture and equipment utilizing Capital Outlay grant funds.

- Mayor Martinez stated the Village received \$95K in Capital Outlay funds to renovate and furnish Village buildings. He stated Belfor is working on the mold contamination remediation work in the Clerk's Office, and he stated he is proposing utilizing the allocated funds to purchase new furniture. He stated new furniture will also be purchase for the MVD Office, the Utilities Office, and the entryway for a total of \$18,904.13.
  - Deputy Clerk Colleen Engelhardt stated the Admin Assistant headed this project, and she found furniture that will be functional, will fit the office spaces, it looks good, and they are of good quality at National Business Furniture (NBF). Colleen stated NBF is the preferred retailer for this particular brand, and it was difficult finding comparable quotes. Colleen described the proposed furniture and equipment and the layout in each of the office spaces. She stated the total cost includes all of the furniture and shipping, but it does not include assembly.

**Motion to approve the purchase of office furniture and equipment totaling \$18,904.13 to be applied to Capital Outlay funds was made by Councilor C Martinez; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.**

2. \*Discussion/Approval/Disapproval: Contract with John Shomaker & Associates, Inc to provide review and report on Village's draft Source Water Protection Plan.

- Deputy Clerk Colleen Engelhardt stated the Source Water Protection Plan (SWPP) team has provided the Village with a rough draft, and it will be presented at a public hearing to be held on April 8<sup>th</sup> for comments to be included in a final draft.

- Colleen stated John Shomaker is a well-known hydrologist throughout the state, and he is very knowledgeable about the geology and water in northeastern New Mexico. She stated the Village reached out to him to ask if he would be willing to review the draft and provide his comments to give another professional perspective. She stated he provided an estimate which shows his hourly rate of \$240 per hour and about 5 hours to review and write his report for a total of \$1200. She stated, if approved, he felt certain he would have the report prepared before the public hearing in April.
- Mayor Martinez stated Mr. Shomaker is well-known and respected not only in the state, but throughout the southwest. The Mayor stated the SWPP is helping define where the water comes from that feeds the Spring. He stated Mr. Shomaker's comments will strengthen the SWPP, and he stated a strong SWPP will reinforce an ordinance the Village will consider adopting to protect the Spring.

**Motion to approve hiring John Shomaker to provide a professional review of the draft SWPP was made by Mayor Pro Tem Cruz; seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.**

3. \*Discussion/Approval/Disapproval: Establish committee to develop recommendations for a Facility Use Agreement.
- Clerk Treasurer Amber Anguiano stated she has not received any response from community members expressing interest in participating on this committee.
  - Deputy Clerk Colleen Engelhardt stated she did not get the fliers posted until last week.
  - Mayor Martinez recommended tabling this item until next month.

**Motion to approve tabling establishing a committee to develop a Facility Use Agreement until next month was made by Councilor C Martinez; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.**

4. \*Discussion/Approval/Disapproval: Purchase signage to improve safety at railroad crossing.
- Deputy Clerk Colleen Engelhardt stated NMDOT and BNSF offered the Village \$100K to close the southernmost train crossing, and after a discussion with Council, the Village respectfully declined. Then, she stated, after the vehicle train collision last November, the offer was increased to \$200K. Colleen stated after another Council discussion a letter was sent again respectfully declining the offer. It also affirmed the Village will be installing additional signage on either side of the tracks, and inquired if the \$200K may be applied toward improved crossing safety. She stated the Village has not received a response, but the quote from San Bar is for the signs, the posts, and the hardware needed to install them for a total of \$1,085.28.
  - Mayor Martinez stated in an effort to mitigate potential dangers at this crossing, he is proposing the Village move the yield signs and install a total of 4 large stop signs and 4 railroad crossing signs to be placed on either side of the road and on both sides of the tracks so drivers are alerted to stop heading in both directions. He stated this will be a cost to the Village because the signs will be on the sides of the road which is Village property.
  - Councilor Miera asked about the railroad work he's noticed, and the Mayor stated NMDOT and BNSF are working together to install new signals at the middle crossing.

**Motion to approve purchasing signage from San Bar to improve railroad crossing safety as made by Mayor Pro Tem Cruz; seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.**

5. \*Discussion/Approval/Disapproval: Accept Baker Utility purchase for water parts.
- Clerk Treasurer Amber Anguiano stated this purchase has already been made because there were no more water parts on-hand to make repairs to meters and meter cans due to all the water leaks that occurred during the cold weather. She stated the parts are now available as needed, and the total cost was \$1,750.00.

**Motion to approve acceptance of the Baker Utility was made by Councilor Maestas; seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.**

6. \*Discussion/Approval/Disapproval: Purchase chemicals to address roots in sewer main lines.
- Mayor Martinez asked the Utilities staff to make this purchase so they can start adding it to the sewer lines on a regular basis to treat the roots that have been causing multiple problems recently.

- Deputy Clerk Colleen Engelhardt stated the product they wanted is called Root-B-Gone, and it is only supplied by one company, DW Davies. She stated the Utilities Superintendent is familiar with this product and has used it in the past. She stated the last time it was ordered, 4 pails were purchased, and this lasted a long time. She stated the cost of the product and shipping have gone up since the last order so quotes were requested for 4 pails and 8 pails, and the shipping cost was the same for both. She stated the recommendation is to purchase 8 pails to reduce the shipping cost per pail, and this amount will last for a few years. She stated the quote for 8 pails and shipping is \$2,980.48.

**Motion to approve the DW Davies quote to purchase 8 pails of Root-B-Gone was made by Mayor Pro Tem Cruz; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.**

7. \*Discussion/Approval/Disapproval: Purchase natural gas meters for replacement at all housing units.

- Mayor Martinez stated he smelled gas as he was driving to the rodeo grounds with his window down, and it was due to a leak at the meter at one of the housing units. Then, he stated, a few weeks later, another housing resident called to report the smell of gas, and a leak was discovered at that meter as well. He stated both of those leaks have been addressed and the meters were replaced. He stated he is proposing to replace the remaining individual housing unit meters to be proactive in avoiding any dangerous circumstances. He stated the master meters at each location were replaced a few years ago so all the housing gas meters will be updated.
- The Mayor stated the quote is from Koons Gas Measurement (KGM) for \$2,760.00 which includes 25 meters to have some extras on-hand as well as the hardware needed to install them.

**Motion to approve the KGM quote to replace all housing unit gas meters was made by Councilor C Martinez; seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.**

8. \*Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions utilizing Law Enforcement Protection Funds.

- Clerk Treasurer Amber Anguiano stated MCSO has submitted the following requests:
  - Santa Fe Pawn – \$1,626.00 - equip one deputy with a long rifle and to replace 15 magazines that are no longer functioning
  - Frontline Upfitting, LLC - \$1,305.12 – install radars donated by NM State Police in two units with radars that are no longer functioning
  - Dell Technologies - \$4,174.99 – computer to use in training room to allow access to all deputies for online needs, including trainings
  - Dell Technologies - \$6,333.96 – 3 laptops for deputies that do not currently have them
- Mayor Martinez inquired about the remaining funds, and Amber stated she has an approximate balance of \$7,458.82. She stated this includes all outstanding purchase orders, and trainings that have been submitted. The Mayor stated the funds need to be obligated by April so they can be spent by the end of June.

**Motion to approve all four of the MCSO purchase requests was made by Councilor Maestas; seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.**

9. Discussion: Upgrading Village credit/debit card processing utilizing GovCard services.

- Clerk/Treasurer Amber Anguiano stated she was contacted by a representative, Whitney, of GovCard, and they had a meeting to discuss the potential of the Village switching our credit card processing from Wells Fargo to GovCard. She stated they have been in business for 20 years, and they specialize in government credit card payment processing. Amber stated GovCard does not charge the Village a monthly fee, but rather, the processing fees are passed on directly to the customer which is calculated based on a percentage of their transaction total. She stated, currently, Wells Fargo charges the Village a monthly fee based on the total of all credit card payments taken and the amount processed for each transaction, and these fees are calculated by percentages based on changing rates credit card companies charge. She stated the Village charges a \$2.00 convenience fee for every credit card transaction regardless of the total amount being charged with the hope that this amount will cover the fees Wells Fargo charges at the end of the month. Amber stated the Village cannot pay these fees because it is the customer's choice to pay by card. She stated she likes the idea of the transaction/convenience fee being charged proportionally to the amount being processed.

She stated this ensures the fees being charged are fairly and accurately. Additionally, she stated, customers will be able to make payments online utilizing credit cards, ACH, and electronic check.

- Councilor C Martinez asked if the system can handle recurring payments to be taken from a customer's account on a set date each month.
  - Amber stated she wasn't certain, but she will ask Whitney for clarification. Amber stated her understanding is the customer will create a GovCard account online, and their credit card information will be stored securely in this system. Then, they will need to login each month to initiate payment, but they will not need to enter their card information each month.
  - Deputy Clerk Colleen Engelhardt stated the Village regularly receives customer feedback asking if their card number can be kept on file, can they pay online, and can they be set-up for autopay. She stated the state does not allow government agencies to keep cards on file because this opens up the potential for fraud and theft. Additionally, she stated, if the Village were to host online payments through our website, we would have to pay a processing company to securely receive payments, Wells Fargo charges additional fees to receive the online payments, and these additional costs would cause the convenience fee to go up. She stated GovCard is a host system with a website that already has secure online payment processing, and customer card information can be stored without Village employees having access to them so it satisfies the state's requirements.
- Councilor C Martinez stated community members may question the 3% fee. She gave an example of a customer with a \$450 bill will pay about \$13 in processing fees while a customer with a \$60 bill will only pay \$1.75. Amber stated, currently, the customer with a \$450 bill is only paying \$2.00 which does not cover the cost of processing that transaction. She stated charging the customer directly based upon the amount being processed is a fair way to cover card processing fees.
- Colleen summarized current credit card processing. She stated the Village banks with Wells Fargo so they were chosen to be the credit card processor at the time card payments were initiated in 2017 or 2018. She stated Wells Fargo charges a processing fee, but so does each individual credit card company which are included in the monthly fee Wells Fargo charges. She stated this is why the Village chose to only accept Visa and MasterCard payments because they charge the lowest rates. Colleen stated these fees are percentages based primarily on the amount of the charge being processed, but they fluctuate regularly. She stated the Village originally chose to charge customers \$1.50 per transaction but then had to increase to a \$2.00 fee because the convenience fee revenue was not covering the Wells Fargo monthly charges. She stated currently Amber has to make a payment to Wells Fargo from the convenience fee fund, whereas GovCard would charge these fees directly to the customer thus eliminating the Village as the processing fee go-between.
  - Amber stated Wells Fargo processing fees increase each year, and the Village will need to increase our convenience fee even if we choose to stay with Wells Fargo.
- Amber stated should the Village choose to switch to GovCard there is a \$199 set-up fee, and the card reader terminal is \$495, which also accepts mobile wallet payments such as Apple and Google Pay. She stated she likes this because technology is moving forward, and it will offer customers more options for making payments.
- Councilor Maestas asked about expanding to processing credit card payments at additional locations than just at Village Hall, and he wondered if this system would be better equipped to do so than the current system.
  - Amber stated this system is designed for governmental operations, and she believes it would be better for multiple locations such as a pool or rec center.
  - Councilor Maestas stated it sounds like GovCard is an upgrade from our current system with all the various options.
  - Mayor Martinez stated technology is moving forward, and the Village needs to keep up. He stated offering the different payment options will help us from falling behind.
- Amber stated she just wanted to present this idea to be aware of options. She asked Council to bring any questions to her so she can present them to Whitney for clarification.
  - Mayor Martinez suggested Amber follow-up with Whitney for more detailed information, and if he and the office staff feel comfortable, then it can be presented to Council for a decision.

10. Discussion: Enhancing new canopy over bleachers at rodeo grounds.

- Mayor Martinez stated the canopy construction is now complete, and the contractor suggested adding panels on the sides and the front to help with shielding from the sun and wind. The Mayor stated he provided a quote at \$13,414.95, and he informed the contractor the Village has already expended current grant funds for rodeo grounds improvements. He stated if the Village wants this work done now, it will come out of Village funds. He stated he believes the Village needs to do this right away.
  - Deputy Clerk Colleen Engelhardt stated the quote will be a useful tool in requesting future funding so we know how much to request.

✓III. Monthly Reports

A. \*Approval Item – Approval of Vouchers (payment to vendors) Clerk Treasurer

- February Payments – Gigawatt Electric was issued payment for annual charge to monitor fire alarm system at the new Senior Center, contractors were paid for previously approved projects, the first payment to Cat was made for the skid steer, and the regular monthly bills were paid.

**Motion to approve the February payments to vendors was made by Councilor Maestas; seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.**

B. Utility Delinquent List – Deputy Clerk

- February Active Accounts – 11 letters sent with delinquent total of \$1,143.87. Payments received were all on-time and totaled \$1,860.28.
- February Inactive Account – 9 accounts with 6 letters sent due to no current address for 3 of them with a delinquent total of \$649.81 and two payments received totaling \$154.45.
  - Acct# A15002 – Account has been closed. Customer has moved out of this location to a different location in town and has paid \$80 toward the balance. The Mayor has authorized working with this customer via a payment plan to pay down the remaining balance owed. She stated the customer has agreed to pay ½ the balance by Fri, March 14<sup>th</sup> and the remaining balance by Fri, March 28<sup>th</sup>.
  - Acct# 113600 – This customer has paid down the full account balance of \$74.45, and services have been reconnected.

C. Utility Superintendent – Utility Superintendent – Absent

- Deputy Clerk Colleen Engelhardt reported the PRC standard inspection has been rescheduled from March 31<sup>st</sup> to May 12<sup>th</sup>.

D. MVD Reports – MVD Manager

- February – 89 transactions, 9 exams for a total revenue of \$9,447.86.

E. Mora County Sheriff's Office Report

- Undersheriff Romero reported Danny Vigil is no longer with MCSO, and two new candidates have been hired. They are not certified, but they are eager to learn.
- Mayor Martinez asked the Undersheriff to inform his staff they do not need to shine a spotlight on his house to let him know they are in town.

F. Housing Authority – Northern Regional Housing Authority – Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Cruz reported:
  - WMFD had an inspection with Josh Duran from the State Fire Marshall's Office. He stated there were a few items they need to work on, but they did okay. The Fire Chief stated he was informed the Clerk Treasurer also needs to be present at future inspections.
    - Josh let him know the ISO (Insurance Services Office) inspection will be conducted at any time, and they will be more focused on the maintenance and cleanliness of the building and trucks.

- Signage is needed for both the main and the substations showing "Wagon Mound Volunteer Fire Department." The Mayor stated he is going to contact someone from Las Vegas for a sign at the new Senior Center, and he will ask about the Fire Stations as well.
- They discussed installing a grate in the bays so they can wash the trucks inside during the winter, and he stated improvements to the bathrooms at the main station are almost complete.
- Josh is encouraging him to apply for a grant in July to make repairs to the station, and the request will likely be for \$600K.
- Josh wants them to run trucks out of the substation as well as the main station so people see activity and usage at the substation.
- They need to have pre-plans in all their trucks indicating locations of natural gas lines, propane tanks, etc. He stated the plans will need to show gas and electricity shut-offs, and FD volunteers will be driving around town to map all these out. He stated he'll work with the Utilities Superintendent for locations of gas valve as well as tools to close the valves. He stated they also need to create emergency evacuation floor plans for each building – Village Hall, school, gas stations, post office, and Senior Center.
- The donated Explorer has been licensed, and he now keeps it at his house. He stated they just need to get decals for it.
- Regarding the rescue truck, Clerk Treasurer Amber Anguiano stated the Manufacturer's Certificate of Origin was received, and all the paperwork has been submitted to the state for review. The Fire Chief thanked her for her assistance.
- He finally connected with the representative for the extrication equipment, and he will be providing a quote for not only the "jaws of life," but also saws, gear to stabilize vehicles, etc, and he is anticipating the cost at around \$41K.

H. Bean Day Association – President - Absent

X. Old Business

- Mayor Martinez stated Councilor Maestas, the Clerk, the Deputy Clerk and he went to the Roundhouse last month to meet with legislators. He stated Rep. Sanchez was very willing to help us with our request for funding for the skid steer, and Sen. Campos said he will review our request for funding for improvements to the fire station to be able to house EMTs.

X. Mayor's Report


- Mayor Martinez stated he is considering opening the Senior Center once the parking lot is finished because the Village is still having a hard time getting all the quotes lined out for the \$164K USDA grant funds, which includes the quote for the epoxy-style floor coating. He stated the building is ready, and he's focusing on getting the contractor to fix their poor paving job.
- Mayor Martinez announced the Village will be holding an easter egg hunt and barbeque on Sat, April 19<sup>th</sup> at the park, and donation request letters have been sent to offset costs.
  - Clerk Treasurer Amber Anguiano stated it will be similar to last year's event, but a few new ideas are being added including having an Easter Bunny for photos with kids.
- Deputy Clerk Colleen Engelhardt stated the Village received a letter from NMDOT announcing the 2025 Annual Hardship Sale, which requires a resolution to apply, and the application is due March 31<sup>st</sup>. Colleen stated she spoke with their contact, and he is allowing the Village to submit our application and resolution after our April 9<sup>th</sup> meeting if Council is interested in applying.

XII. Adjourn

**Motion to adjourn was made by Councilor Miera, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:23PM.**

Approved and attested this 8<sup>th</sup> Day of April 2025.

  
 Andres Martinez, Mayor

Attest:   
 Amber L. Anguiano, Clerk Treasurer  
 (SEAL)